

# Workplace Threats & Violence Policy

## Policy Statement

Colby-Sawyer College will provide, insofar as possible, an environment that is safe, secure, and free from threats, intimidation, and violence. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or threat of violence arises.

## Dealing with Threats and Violence

Individuals should notify Campus Safety at 603.526.3300 of any threats, particularly threats or behavior they have witnessed or been subject to. Such behavior should be reported regardless of the apparent perpetrator's personal or professional relationship with the victim.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911.

Any person who makes threats or engages in violent behavior while on college-owned or controlled property may be removed from the premises as quickly as safety permits. They may be required to remain off college premises pending the outcome of an investigation and/or resolution process. Any college student, faculty, or staff member who violates this policy will be subject to disciplinary action following college policies and procedures applicable to students, faculty, and staff.

It is recognized that there may be activities related to the educational mission of the college (e.g., physical fitness activities or theatrical productions) that may appear to violate the letter but not the intent of this policy. In such cases, the department or organization coordinating the activity is responsible for obtaining written approval from their area vice president or designee in advance to conduct the activity. A copy of the approval should be submitted to Campus Safety before the event. Such approval may extend for up to one year at a time.

## Protective Order/Restraining Orders

A restraining or protective order is a legal order issued by a state court that requires one person to stop harming another. All individuals who apply for or obtain a temporary or permanent protective order or restraining order listing any Colby-Sawyer College location as a protected area must provide Campus Safety with a copy. The Campus Safety Department understands the sensitivity of this information and respects the privacy of the reporting person. Procedures are in place to maintain the confidentiality of the information.

## College Sanctions

Appropriate college sanctions may be imposed for violation of this policy. The sanctions will depend on the circumstances and gravity of the violation and may range from a reprimand to college non-contact

orders, a probationary status, restriction, suspension, dismissal, or termination (employee). The decision to impose sanctions and procedures for imposing them shall conform as follows:

- Regarding employees, refer to the Separation, Employee Relations, and/or Workplace Safety sections of the [Colby-Sawyer College Employee Handbook](#).
- In the case of students, refer to the college [Code of Community Responsibility](#).

## College Interim Non-Contact Order

An Interim Non-Contact Order (INCO) is an administrative measure taken by the college to ensure an identified party (complainant or respondent) has no contact, directly or indirectly, with another identified party following a report of a violation of the [Code of Community Responsibility](#) or [Sexual Misconduct and Sex-Based Discrimination Policy and Grievance Procedures](#).

Students with interpersonal conflicts that do not rise to the level of a policy violation will not be granted an INCO but will instead be offered other support from Colby-Sawyer resources to resolve such conflicts.

The decision to issue an INCO is based on the following factors:

- Whether the alleged conduct involved physical violence or the threat of physical violence.
- Whether continued contact poses a “substantial, objective risk of emotional harm” to either party. (Emotional harm means an emotional impairment that has a substantial adverse effect of a permanent or long-term nature on the individual’s functioning.)
- Whether the alleged conduct threatened an individual's safety, health, or property.
- Whether the alleged contact involved harming or endangering behaviors as defined by the Code of Community Responsibility by either party.

In addition, college officials may consider whether either party has made a good-faith request for an INCO, and they can consider any other facts or circumstances deemed relevant to the situation.

The INCO applies only to areas owned and/or controlled by Colby-Sawyer College. *If someone believes they are in immediate danger on or off campus, they should call 911.* Individuals who feel unsafe and wish to have no contact with another party off campus but who are not in immediate danger are strongly encouraged to contact local law enforcement about options, such as obtaining a protective order or other safety planning. The state’s judicial branch website has more information about [Orders of Protection and Restraining Orders in New Hampshire](#).

There is no formal appeal process for an INCO; however, an individual seeking modification or rescission of an INCO may make such a request to the director of campus safety. The director of campus safety will consult with both parties to gather information about rescinding or modifying the INCO before determining whether to modify or rescind the INCO.

## Interim Action and Emergency Removal

The college reserves the right to remove a student on an interim basis, place an employee on paid administrative leave, or implement other restrictions before completing an investigation under this policy when it reasonably concludes that a student or employee (a) poses a threat to health or safety; (b) poses a threat to college property or equipment; (c) is disruptive or interferes with the normal operations of the college; or (d) is charged with a serious violation of state or federal law. In such cases, the college shall provide the employee or student with the specific reason(s) for the interim action. During a student's interim removal or restrictions or an employee's leave or restrictions, the college reserves the right to prohibit the individual from entering college property or participating in any college activities absent written authorization from an appropriate official of the college (i.e., associate dean of students or designee).

## Contact

Questions concerning this policy or its intent should be directed to the associate dean of students and director of emergency management at 603.526.3791.

## Other Campus Resources

The following additional contacts are available to members of the campus community who have questions or concerns about threats or violent behavior on college premises. These contacts can provide information about established guidelines and procedures for dealing with and preventing threats and violent behavior. In exercising their function, these contacts will maintain the greatest confidentiality consistent with their responsibilities as college representatives.

- Vice president for student development and dean of students, 603.526.3752.
- Director of human resources, 603.526.3584.
- Director of Baird Health and Counseling Center, 603.526.3621.